

Pittsfield Economic Development Authority
Meeting Minutes
81 Kellogg Street, Pittsfield, MA 01201
December 12, 2018

The following Board Members were in attendance: Pam Green, Esq., Krystle Gallo, Mike Filpi, Barry Clairmont, Johnathan Denmark, Mick Callahan and Paul Dalton. Also in attendance were: Corydon Thurston, PEDA Executive Director, Elisabeth Goodman, Esq. Legal Counsel, and Cassandra M. Voci, Acting Clerk.

I. ADMINISTRATION

Call to Order – Chairman Mick Callahan called the meeting to order at 8:01AM He reminded all that the meeting is being audio and video recorded by PCTV.

Welcome New Board Member

Jonathan Denmark was welcomed as a new board member.

Voted on Approval of the August 15, 2018 Meeting Minutes

Approved unanimously.

II. COMMITTEE REPORTS

A. EXECUTIVE

Elisabeth Goodman reported that issues have come up regarding part of the loan in how to pay for its expenses while waiting for reimbursement. The PEDA board entered into a recoverable fund agreement for \$300,000. Language of the existing agreement isn't clear regarding the interest. The executive committee amended the agreement to state that the BIC could be reimbursed for interest due on the loan. No other changes were made to the agreement. Once the amendment was approved, it was signed by Executive Director Cory Thurston. If other changes come up, they would be approved by the entire board. A Collateral Assignment Agreement was drafted as well. A motion was put forth regarding the agreement's first amendment, and collateral assignment for the BIC Recoverable Grant Agreement. A unanimous vote approved the motion.

B. FINANCIAL

Barry Clairmont reported that the 3rd quarter financial numbers are stable.

Motion to approve 3rd quarter financial report:

Approved unanimously

Budget is down about 8% from prior year.

Motion to approve budget for the following year:

Approved unanimously

III. New business

Mick Callahan reported that the PEDDA committee and combined team met to talk about collectively marketing combined interests, and about external websites and other resources for marketing and how to offer better access to such resources. No other real progress was reported.

CJ Hoss gave an update on the year end status of TDI and the following city focused activities:

- The Tyler Streetscape design master plan. There will be public engagement activities for the community. They will be allowing public comments by the end of January or early February. Early March there will be a public meeting. The project involves addressing issues like the want for bus stops, bike-ways, walkways, but no loss of parking. Also, better lighting, signage, and more inviting environment. TDI is hoping for a capital request for city budget.
- The store front improvement project. Some businesses are already in the plan for an improvement. \$50,000-\$60,000 is the allowed budget on this project. Businesses will use this money to improve their properties.
- Zoning plans to help with development and maybe an overlay district.
- Housing Development feasibility study - how to make more of a lasting impact with housing development and scattered site development. How to accumulate multiple properties. The project is looking positive and will wrap up within the next month or so.

Scott Longley, BIC director, reported that construction is moving forward very quickly and is on schedule. A cap off ceremony will be held in January, 2019. The project is on target to open either in September or October of 2019. BIC is looking into purchasing equipment. They have had training at BCC for focusing on plastic injection molders. BIC plans to apply to the state to get additional grant money to have these meetings and training. Berkshire Compact for Education is working on how to get additional employees and talent flowing into companies. BIC was contacted by three start-ups who wanted to come in and start housing projects within the BIC. Already in the process of helping companies in the area.

There is a prospective contract with Eversource for a staging area for special projects and major transmission line upgrades. They would like to lease a portion of the East Street parking lot as a storage area.

There is no change to the Waterstone Contract since the previous meeting. The contract expires Saturday, December 15th. There has been no communications from the partners and therefore It's

expected that the non-refundable deposit will stay with PEDDA once the contract expires. No conflicts expected.

IV. Executive Session

Executive session was called, roll call vote to start session:

Unanimous vote, noting that Michael Matthews and George Whaling were absent.

Roll call to return to regular session – Unanimous Vote

No votes were taken.

V. Other Business

The calendar of events for next year is issued but subject to change.

Board members received the conflict of interest summary for municipal employees and their individual acknowledgements will be delivered to the City Clerk's office. Next year, each member will be required to complete the online ethics course.

The next meeting will be February 20th at 8am

VI. Adjournment

Motion to adjourn - Mick, Mike seconded, all approved at 9:10 am